

**KENTUCKY DEPARTMENT OF EDUCATION**  
**STAFF NOTE**

**Action/Discussion Item:**

2008 Report, 2008 Exceptions, and 2010 Plan as required by 702 KAR 1:115, Annual in-service training of district board members

**Applicable Statute or Regulation:**

KRS 160.180 (with references to KRS 156.031; KRS 156.070)

**Action Question:**

Should the Kentucky Board of Education:

- 1) Accept the 2008 District Board Member In-Service Training Report;
- 2) Grant an extension of time to complete the 2008 requirements to board members who did not complete the 2008 requirements;
- 3) Approve the 2010 In-Service Training Plan?

**History/Background:**

***Existing Policy.*** Kentucky Revised Statute requires that school board members complete annual (calendar year) in-service training. Twelve hours are required during each of the first four years of district board service; eight hours during each of the second four years; and four hours each year thereafter. The Kentucky School Boards Association (KSBA) collects and keeps corresponding records and is recognized as the provider of eight of the twelve hours required during each of the first four years of service. 702 KAR 1:115 requires KSBA to submit to the Kentucky Board of Education for review and approval the following:

- in-service training records on an annual basis;
- request for an extension of time for completing required in-service training hours for individual cases where warranted;
- an annual in-service training plan.

These items are attached.

**Staff Recommendation and Rationale:**

Staff recommends that the Kentucky Board of Education accept the 2008 Report; grant the recommended extensions for time to complete 2008 requirements; and approve the recommended 2010 Plan. The rationale for the recommendation is as follows:

- The 2008 Report is complete and accurate and reflects in-service training offerings that comply with regulation specifications;
- The request for extensions for board members needing additional time to complete 2008 requirements are justified and are within the provisions of the statute;
- The recommended 2010 Plan meets and exceeds regulation specifications.

**Impact on Getting to Proficiency:**

Training of local board members is essential to the support of student learning that is designed to meet individual needs.

**Contact Persons:**

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**Interim Commissioner of Education****Date:**

June 2009

# ATTACHMENT A

## LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2008 SUMMARY REPORT

	Total	Years Service:		
		0-3	4-7	8+
Hours Completed*	10.9K	4.5 K	2.8K	3.6K
Members	853	291	219	343
Minimum Hours Required		12	8	4
Hours Above Minimum	4.3K	1.0K	1.1K	2.2K
Members Above Minimum	741	243	201	297

K = 1,000

## ATTACHMENT B

### LOCAL SCHOOL BOARD MEMBERS 2008 KSBA TRAINING OFFERED

<b>Theme/Topics</b>	<b>Attendees</b>	<b>Hours</b>	<b>Location</b>	<b>Date(s)</b>
<b>Annual Conference</b>	657	13.50	Louisville	Feb 22-24
<ul style="list-style-type: none"> <li>• Student health and wellness</li> <li>• High performing school boards</li> <li>• Communication strategies</li> <li>• All Students' learning achievement</li> <li>• Board member basic roles, responsibilities and law</li> <li>• School finance, planning and oversight; risk management</li> <li>• Curriculum: Technology; Character Education; Special Education; Gifted</li> <li>• School safety; Student discipline</li> <li>• Exemplary (district) programs</li> <li>• Community and Student involvement</li> <li>• Facilities</li> <li>• Superintendent selection process</li> <li>• Planning processes</li> <li>• Equity issues; student achievement gap</li> <li>• Teacher quality</li> </ul>				
<b>Leadership Institute</b>	265	9.25	Lexington	July 11-13
<b>Safe Schools; Risk Management</b>	32	8.25	Louisville	Oct. 6-7
<b>Current Topics</b>	433	1.50	12 Regions	Oct.-Nov.
<b>Basics :</b>				
Roles, Responsibilities, Relationships & The Board Meeting	82			
Student Learning	9			
Student Support Services	79			
Finance & Budget	353			
Beyond the Board Meeting	25			
<b>“How to” Topics on Request:</b>				
Improving student achievement	15			
Lead	86			
Develop Policy	14			
Select / Hire Superintendent	152			
Evaluate superintendent	12			
Get community involved:				
Community Relations				
Conduct effective Board meetings	7			
Develop Facilities;				
Comprehensive Improvement;				
Technology Plans	68			
Chair meetings				
Create / Sustain (safe, etc.) learning environment	102			
Plan / Construct facilities	71			
Work with School Councils, other groups	5			

ATTACHMENT C

LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
**2008 REQUIREMENTS NOT MET**  
**SUMMARY**

<u>Years Service</u>	<u>0-3</u>	<u>4-7</u>	<u>8+</u>	<u>Total</u>
Minimum Hours Required	12	8	4	NA
Members Below Minimum	16*	4	3	23
Hours Completed	126.25	22.00	3.50	150.25
Additional Hours Required	73.75	10.00	8.50	93.75

\*Includes members who were appointed to fill vacancies or newly elected and immediately began to serve during the year.

# ATTACHMENT D

## LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2008 Requirements Not Met Detail

School District	Name	Service Date	Total Hours Required	2008 Hours Earned	2008 Hours Still Needed
Carlisle Co.	Brian Grogan	3/27/2008	12.00	11.25	.75
Cloverport	Kenneth Finley	9/24/2008	12.00	10.25	1.75
Fleming Co.	John Hyatt	11/7/2008	12.00	11.25	.75
Fleming Co.	Michael Ishmael	11/7/2008	12.00	4.75	7.25
Fulton	Bill Robertson	8/1/2008	12.00	11.75	.25
Hardin Co.	Suzanne Broadwater	11/7/2008	12.00	7.25	4.75
Leslie Co.	William Begley	10/30/2008	12.00	4.00	8.00
McCracken Co.	Robert Heine	8/1/2008	12.00	0.00	12.00
Pikeville	Michael McCoy	10/16/2008	12.00	0.00	12.00
Science Hill	Sherrie Walters	8/11/2008	12.00	8.75	3.25
Todd Co.	Tammy Keeling	9/24/2008	12.00	7.25	4.75
Wayne Co.	Paul Dunnington	9/16/2008	12.00	4.00	8.00

Note:

On behalf of these board members, KSBA requests an extension of time be granted for them to complete requirements. As of March 2008, significant progress toward completing their 2007 requirements has been made. The request for extensions for these board members needing additional time to complete 2007 requirements are justified and allowed by the provisions of the statute.

\*The following list identifies board members not meeting all training requirements for 2008 who were not appointed/elected in 2008.

Augusta	Jackie Heater	1/31/2008	4.00	0.00	4.00
Bowling Green	Dianne Howerton	1/1/2003	8.00	1.50	6.50
Caldwell Co.	Marlene Coursey	1/1/2001	8.00	7.75	.25
East Bernstadt	Kip Jervis	1/1/2005	12.00	8.00	4.00
Grant Co.	Billie Cahill	8/15/1996	4.00	3.50	.50
Hopkins Co.	Michael Morgan	1/1/1991	4.00	0.00	4.00
Hopkins Co.	Lairy Nofsinger	1/1/2005	12.00	11.50	.50
Jackson	Marty Hayes	7/19/2000	8.00	7.25	.75
McCracken Co.	E. Frederick Straub	1/1/2003	8.00	5.50	2.50
McCracken Co.	Michael Hatton	11/15/2007	12.00	7.25	4.75
Newport	Julie Smith-Morrow	7/2/07	20.00	19.00	1.00

# ATTACHMENT E

## LOCAL SCHOOL BOARD MEMBERS 2009 KSBA TRAINING OFFERINGS (Approved by KBE in 2008)

<b>Theme/Topics</b>	<b>Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>Annual Conference</b>	13.00	Louisville	February
<ul style="list-style-type: none"> <li>• Student health and wellness</li> <li>• High performing school boards</li> <li>• Communication strategies</li> <li>• All Students' learning achievement</li> <li>• Board member basic roles, responsibilities and law</li> <li>• School finance, planning and oversight; risk management</li> <li>• Curriculum: Technology; Character Education; Special Education; Gifted</li> <li>• School safety; Student discipline</li> <li>• Exemplary (district) programs</li> <li>• Community and Student involvement</li> <li>• Facilities</li> <li>• Superintendent selection process</li> <li>• Planning processes</li> <li>• Equity issues; student achievement gap</li> <li>• Teacher quality</li> </ul>			
<b>Leadership Conference</b>	9.00	Lexington	July
<b>School Facilities</b>	4.00	Louisville	Dec.
<b>Safe Schools; Risk Management</b>	8.25	1 Site	Oct
<b>Current Topics</b>	1.00	12 Regions	Sept.-Oct.
<b>Winter Conference ("Basics")</b>	6.00	Lexington	Dec.
<b>"Basics" Topics (on Request):</b> Roles, Responsibilities, Relationships The Board Meeting Student Learning Services Student Support Services Finance & Budget Beyond the Board Meeting			
<b>"How to" Topics (on Request):</b> Improve students' learning success Lead Develop Policy Select / Hire Superintendent, et al			

Evaluate superintendent, et al  
Make decisions  
Get community involved (Community Relations)  
Plan & conduct effective Board meetings  
Continually improve (process and program) effectiveness and efficiency  
Conduct student discipline hearings  
Set tax rate and develop budget plans  
Develop Facilities; Comprehensive Improvement; Technology Plans  
Chair meetings  
Create / Sustain (safe, etc.) learning environment  
Plan / Construct facilities  
Work with School Councils, other groups  
Advancing Student Achievement to Proficiency (ASAP)

**“How to” Topics (On Request) continued:**

Managing Board Team Effectiveness  
Board effectiveness self-assessment; operating principles  
Board Mission & Goals



## ATTACHMENT F

### LOCAL SCHOOL BOARD MEMBERS 2010 KSBA TRAINING OFFERINGS

<b>Theme/Topics</b>	<b>Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>74<sup>th</sup> Annual Conference</b>	13.00	Louisville	January

Anticipated topics include:

- Student health and wellness
- High performing school boards
- Communication strategies
- All Students' learning achievement
- Board member basic roles, responsibilities and law
- School finance, planning and oversight; risk management
- Curriculum: Technology; Character Education; Special Education; Gifted
- School safety; Student discipline
- Exemplary (district) programs
- Community and Student involvement
- Facilities
- Superintendent selection process
- Planning processes
- Equity issues; student achievement gap
- Teacher quality

<b>Leadership Conference</b>	7.50	Lexington	July.
<b>Safe Schools; Risk Management</b>	8.50	Louisville	Oct
<b>Current Topics</b>	1.00	12 Regions	Sept.-Nov.
<b>Winter Symposium</b>	5.00	Louisville	Dec.

#### **Level I Courses/Topics**

Your Association: What You Need to Know About KSBA & Its Services

Congratulations! You Made the Team

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 1

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 2

Legal Orientation I

The Board's Policy Making Role

School Board Meetings

The Board's Role in Student Achievement

Staff/Media/Community Relations

Basic Risk Management for School Board Members

## **Level II Courses/Topics**

Leading Effective Meetings: A Board's Guide to Parliamentary Procedure  
Finance II: Dollars & Sense – Budgetary Decisions, Requirements and Timelines  
The Board Meeting as a Community Forum  
School Safety & Discipline  
Employee Relations/School Personnel  
Superintendent Selection/Evaluation  
Board/Superintendent Relations  
Curriculum & Instruction  
Student Assessment  
School Facilities  
Student Learning & Support Services

## **Level III Courses/Topics**

Finance III: Dollars & Decisions  
A Look in the Mirror: Board Member Self-Evaluation  
When Pigs Fly: Promoting Student Achievement to the Community  
Legal Issues  
Student Health & Wellness  
Leadership Through Teamwork  
Curriculum & Instruction  
School & District Improvement Plans  
Liability Issues & Insurance  
Legislative Issues/Current Topics

## **Level IV Courses/Topics**

If You Tell It, They Will Come: Marketing Your District's Success Stories  
Risk Management Case Studies

## **Level V Courses/Topics**

The Perfect Interview  
Exemplary Leadership Strategies  
Advanced Risk Management for School Board Members

## **Whole Board Team Training (on request)**

## **KSBA-provided Self-Study Packets (on request)**